



2020 SHOW DATES & HOURS

Friday, April 3 rd	3 pm to 7 pm
Saturday, April 4 th	10 am to 5 pm
Sunday, April 5 th	10 am to 4 pm

Exhibitor Information Package

SHOW LOCATION: TransAlta Tri Leisure Centre, 221 Jennifer Heil Way, Spruce Grove, Alberta.

MOVE IN TIMES

Wednesday, April 1 - 3:00 pm to 5:00 pm for large items only (tractors, cars and other heavy equipment).

Gasoline tanks on motor vehicles or other gasoline fueled equipment shall not be more than 1/8 full (to a maximum of 10 L) and complete with a locking gas cap or taped shut.

****NOTE:** The Greater Parkland Regional Chamber office must be advised before March 27th of any load in on April 1.

Thursday, April 2 - ... 10:00 am to 9:00 pm (All exhibitors)

Friday, April 3 - 9:00 am to 12:00 pm. Loading doors will be closed at 12:00 pm.

****There will be NO EXCEPTIONS to move in times****

Exhibitors are **PROHIBITED** from loading any material in through the main entrance of the TransAlta Tri Leisure Centre including cases of any size on wheels (including suitcases). To alleviate congestion of the loading door entrance, please unload your exhibit materials quickly and park your vehicle in the southwest corner near the football field. Dollies will be available to help you move in. **All booths must be manned by 2:30 pm on Friday, April 3.**

MOVE-OUT TIMES

Sunday, April 6 - 4:30 pm to 9:00 pm. There will be no access to the halls after 10:00 pm on Sunday. Superior Show Service will lift the aisle carpeting before you are allowed to move out. All booths must be dismantled and taken out immediately following the show on Sunday. **NOTE: Exhibitors are prohibited from loading material out through the main entrance of the TransAlta Tri Leisure Centre – including cases of any size on wheels (including suitcases).** All items must be removed on Sunday. There will be **NO** provisions to leave items to be picked up on Monday.

BOOTH RENTAL INCLUDES

8' x 10' or 10' x 10' Booths:

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 1 – 800-Watt Electrical Outlet
- 1 – Floodlight stand with 2-floodlight bulbs

20' x 20' Booth:

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 2 – 800-Watt Electrical Outlet
- 2 – Floodlight stand with 2-floodlight bulbs

Exhibit Rates **DO NOT** Include: Forklift service, carpets, signage, specialty items, etc. Contact Superior Show Service directly for forklift services.

Multiple Booths receive the same as a single booth (listed above) except only one 8' decorated table and 2 folding chairs. For additional tables or chairs, please contact Superior Show Service directly.

Show Company Superior Show Service is the contracted Expo service provider for this event. They will be on-site to oversee the display and electrical requirements of the Expo and exhibitors. If you require additional items such as tables, chairs, electrical power, carpeting, or display items they can supply these for you. If you pre-book any requests or changes for your booth there will be a pre-show discount. Any requests on-site will be accommodated at an increased rate.

EXHIBITORS' SHOW ENTRANCE

All exhibitors must wear EXHIBITOR PASSES in order to be admitted during move-in and show times. Please indicate on the contract how many passes you require for the entire show. We do ask that if you require more than 6 badges to contact our office.

Booth Costs

Hall A: Soccer Pitch Floor Covering (weight restrictions, no sharp objects, carpet on top is recommended).

Hall B: Heavy Duty (In Line Skate Covering) Floor Covering – Weight Distribution restrictions apply.

Booth Size: Booth sizes are approximated and may fluctuate; therefore the Chamber cannot guarantee exact booth size.

Booth Type	GST NOT INCLUDED		GST NOT INCLUDED	
	Member		Non-Member	
	Early Bird rate to February 14, 2020	Regular rate to February 14, 2020	Early Bird rate to February 14, 2019	Regular rate after February 14, 2019
8' x 10'	\$575.00	\$675.00	\$775.00	\$900.00
10' x 10'	\$640.00	\$755.00	\$840.00	\$980.00
Corner Booth	\$770.00	\$905.00	\$970.00	\$1130.00
Aisle Corner	\$725.00	\$850.00	\$925.00	\$1075.00
20' x 20'	\$1500.00	\$1700.00	\$1700.00	\$2000.00
Food Booth	\$575.00	\$675.00	\$775.00	\$900.00
Not-For-Profit/Charity	\$400.00 + GST (6 booths only)			

Not-For-Profit/Charity Booths: Six 8' x 10' booth spaces will be assigned by the Chamber of Commerce.

Sharing of Booths: On Single Booths ONLY and require advance permission in writing from the Tri-Expo Committee.

Multiple Booth Discount: After the first booth rental, each additional booth receives a discount of \$60.00.

Multiple Booth Receives: 8' backwall drape, 4' sidewall drape, 2 electrical outlet, 2 floodlights, ONE - 8' decorated table & 2 folding chairs. If you require additional tables, please order from the contracted show company Superior Show Service.

Terms of Payment

Early Bird Rate:

- Full payment is required with completed Contract and Terms and Conditions in order to reserve your booth.

Regular Rate:

- After February 19, 2020, regular rates will apply.
- \$300.00 deposit is required with a completed Contract and Terms and Conditions in order to reserve your booth
- If full payment is not received by March 6, 2020, the contract will be cancelled with any refund in accordance with the cancellation policy of this contract.

Member Rate:

- To qualify for Member Rates, exhibitors must be a member in good standing with the Greater Parkland Regional Chamber of Commerce. This means that 2020 membership fees must be paid no later than the deadlines indicated for Early Bird and Regular Rates, as applicable.

All Exhibitors:

- Receipts will only be emailed. If you require a paper receipt, please let us know at time of purchase.
- No exhibitor will be permitted space until the rental of the space is paid in full and the Contract/Application signed.
- Payment may be made by cheque, MasterCard, Visa, or Debit (in office) only.

Exhibitors from 2019 Tri-Expo & MARKETPLACE (excluding not-for-profits) have priority renewal and may reserve the same booth as the previous year until Wednesday, February 5, 2020. Starting Thursday, February 6, 2020, all unrented space will be opened to new exhibitors. Relocation/expansion requests are considered in priority sequence-based receipt of the completed Contract/Application form and payment (subject to availability).

Returning Exhibitors from 2019

Full payment **MUST** accompany your completed Contract/Application and the signed Terms and Conditions at the time of booking a booth.

All paperwork and payment **MUST** be received by February 5, 2020, or you will not be guaranteed your returning exhibitor booth space.

To receive the Early Bird Rate, a completed contract and full payment is due by February 19, 2020. After February 19, 2020, regular rates will apply and final payment of the balance of the regular rate must be received by March 20, 2020.

To qualify for Member Rates, exhibitors must be a member in good standing with the Greater Parkland Regional Chamber of Commerce. This means that 2020 Chamber of Commerce membership fees must be paid no later than February 19, for the Early Bird Member Rate, or by March 20 for the Regular Member Rate.

See above **Terms of Payment** for additional information.

2020 New Exhibitors

Once priority renewal assignments have been completed, all remaining booth spaces will be offered to new exhibitors on a first-come, first-served basis starting Thursday, February 6, 2020. Requests for booth space received prior to February 6 will be placed on a wait list in the order received. In order to be placed the wait list, you must submit a completed and signed Contract/Application, a signed Terms and Conditions and payment of the rental deposit.

Booth assignments will place after Wednesday, February 5, 2020. Specific booth placement is not guaranteed. Booth assignment will be based on availability.

A minimum of **50% of the booth rental MUST** accompany your Contract/Application and signed Terms and Conditions at the time of booking a booth.

To receive the Early Bird Rate, the remaining rental is due by February 19, 2020. After February 19, 2020, regular rates will apply and final payment of the balance of the regular rate must be received by March 20, 2020.

To qualify for Member Rates, exhibitors must be a member in good standing with the Greater Parkland Regional Chamber of Commerce. This means that 2020 Chamber of Commerce membership fees must be paid no later than February 19 for the Early Bird Member Rate, or by March 20 for the Regular Member Rate.

See above **Terms of Payment** for additional information.

Not for Profit Group Opportunity

Not-For-Profit/Charity Groups will be accepted on a 1st Come – 1st Served Basis ONLY. The FIRST 6 organizations (subject to Tri-Expo Committee Approval) that qualify for not-for-profit reduced rates will be allocated one 8' x 10' booth in Hall A or B. Booth location will be assigned at a later date by the Greater Parkland Regional Chamber of Commerce. Full payment is required at the time of booking.

Best Booth Contest

There are two best-booth categories: **Wow Factor** and **Guest Experience**. Judging criteria for Wow Factor will be based on overall appearance of booth space, promotion of product, and effective branding. Judging criteria for **Guest Experience** will be based on interaction with customers, unique booth experience, and personal connections. The prize for each category is a \$320.00 discount towards next year's booth rental (equivalent to ½ price of a 10' x10' booth rental).

Stamp Around the Expo

The popular **Stamp Around the Expo** program is back for 2020 with only **15 spaces available!** The Stamp Around program is a great way to drive traffic and focus to your booth!

The visitors will be given a bingo-style card upon entering the Expo with the names of participating exhibitors. We will provide the stamps for the participating Exhibitors. The cost to participate is \$100, and participating Exhibitors must also provide a prize valued at \$100 or more. At 3:00PM on Sunday, April 5 a Chamber employee will come to your booth to draw a name from the completed booklets to choose your winner.

In order to maximize your exposure, we are providing you the opportunity to connect with the prize winner, celebrate their winnings, and potentially build on future business relationships.

Cancellation Policy

All cancellations must be in writing and delivered personally or by registered mail to the Chamber office at 4815 - 44 Avenue, Stony Plain, Alberta T7Z 1V5 and are subject to an administrative fee. Cancellations received by **Friday, February 28, 2020** will be entitled to a refund of booth rental fee less 30%. Cancellations received after **Friday, February 28, 2020** will be entitled to a refund of booth rental less 50% if the assigned space is re-rented. In the event of a cancellation of the Expo, by the Chamber or other causes, the Chamber will not be responsible for any loss or damage suffered by the Exhibitor as a result of the cancellation.

Rules & Regulations

PASSES: Indicate on the contract how many passes are required for your booth. Passes will be distributed to Exhibitors during move-in times. **Exhibitor Passes Must Be Worn for admittance during move in times and regular show hours. NO EXCEPTIONS.** This rule is for the security of our Exhibitor's property. We do ask that if you require more than 6 badges to contact our office.

SHARING OF BOOTHS: Requires permission in writing prior to booking from the Tri-Expo committee. Sharing of booth space will only be considered on single booths.

RULES OF THE FACILITY (TransAlta Tri Leisure Centre)

- No open flames (no candles)
- No smoking in the facility. Smoking is prohibited on the TransAlta Tri Leisure Centre grounds. The designated smoking area is marked in the parking lot across the street from the main entrance.
- Helium balloons are allowed for display purposes ONLY (No Helium tanks allowed). Only air-filled balloons may be given away at your booth.
- No straw or hay for display.
- No heaters in booth.
- To protect the facility flooring, it is strongly recommended that you provide your own protective flooring for your booth. **WEIGHT RESTRICTIONS AND NO SHARP OBJECTS.**
- No storage outside of the facility.
- All booths must be dismantled immediately following the show on Sunday. **No provisions to leave items to be picked up on Monday.**
- Soliciting of business or selling is only permitted inside the exhibitor's leased space.

SHOW MANAGEMENT: Reserves the right to relocate booth space due to circumstance beyond their control.

GOVERNMENT REGULATIONS: We are subject to inspection by the Health Board and the Fire Department. It is your responsibility as an exhibitor to ensure you pass these guidelines. All exhibitors must abide by local by-laws, health, and fire regulations. **All tents MUST be fire retardant and must be accompanied by paperwork (label/manual) as proof.** This is a regulation of the Fire Department; no exceptions can be made.

ANIMALS: With the exception of service animals, animals are not permitted in the TransAlta Tri Leisure Centre. Exception may be considered but must be approved by the Tri-Expo committee and the TransAlta Tri Leisure Centre. A written letter requesting permission to have an animal in the booth must be made to the Show management. Having an animal in the booth must relate to the nature of the business (e.g. Pet Store). These are subject to ruling of Alberta Health Services regulations.

FOOD SAMPLES OR PRODUCT SALES: Only permitted if the sample or product relates to your business operations. Food samples must be approved by the Greater Parkland Regional Chamber of Commerce prior to

the show. These are also subject to rulings of Alberta Health Services. Sorry, no popcorn is allowed in the show other than from a popcorn company for sample purposes only.

DISPLAY SIGNS: All signs must be kept within the confines of the booth.

GOOD NEIGHBOUR POLICY: Any items in your display or booth must not obstruct the first 3 feet from the aisle on either side of your booth, nor may any item or article in your booth be taller than 8 feet. Any carpeting or flooring must remain inside the perimeter of your booth. The purpose of this policy is to allow the public to see past a booth to the next booth as they approach. Each booth will be checked for compliance with this policy prior to the show opening. Should you have a display that cannot comply with this policy, please contact Greater Parkland Regional Chamber of Commerce: (780) 963-4545 prior to submitting your Contract/Application.

LITERATURE: Exhibitors are free to distribute literature ONLY at their respective booth(s) and nowhere else.

CLEAN-UP: The Exhibitor will always be responsible for the continued cleaning and removal of garbage or other refuse from their booth including move-in and move-out.

INSURANCE: The Exhibitor shall obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to Show Management. The policy of insurance shall name the Show Management as loss-insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations of the show. Policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of Show Management, the exhibitor shall provide the Show Management with a copy of such policy.

WAIVER OF LIABILITY AND INDEMNITY: Show Management shall NOT be liable for any damages or losses whether direct, indirect, general, special, consequential or otherwise to the exhibitor, its goods, materials, agents, employees, or visitors to its Exhibit no matter how caused. The Show Management will provide security, but the furnishing of this service is in NO case to be understood or interpreted by the Exhibitor as guaranteeing them against loss or theft. **YOU MUST INSURE YOUR OWN GOODS AND LIABILITY.**

The Exhibitor shall NOT make any claim or take legal action, whatsoever, against the Show Management, the Facility where the Show is held. The Show Management will NOT be held liable for any loss, damage or injury, howsoever, caused to The Exhibitor, Employees or Agents of the property. The Exhibitor agrees to assure and hold harmless, the Show Management, Show Facilities and Employees against all claims, costs and charges of any kind resulting from occupancy of the exhibit space or its environment, for any personal injury, death, property damages or any other damages sustained by the exhibitor, employees, or visitors to the Show.

Responsibility for Damages: The exhibitor accepts responsibility for any damages to either facilities and/or equipment resulting from actions of the customer. In such cases where damage has occurred the exhibitor agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that maybe required resulting from the customer's use of the facility. (i.e. tape residue left on flooring, water damage)

SHOW CANCELLATION: It is understood and agreed by the Exhibitor that the Show Committee may cancel said show and may cancel this contract if, in the opinion of the Show Committee, such show would be impractical and/or inadvisable. In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for SHOW MANAGEMENT to permit exhibitors to occupy the premises or if the show be cancelled, the exhibitor shall pay for space only for the period the space was or could have been occupied by such exhibitor, and the SHOW MANAGEMENT will be in no way responsible for any claim or damage, which might arise in consequence thereof. A refund of all monies received from the

Exhibitor will be made by SHOW MANAGEMENT in the event of this show not being held as proposed, and the SHOW MANAGEMENT shall be released from any and all claims for damages or otherwise.

TEAR DOWN: Superior Show Services will lift the aisle carpeting before you are allowed to move out. After carpets are lifted, dollies and carts will be available for you to remove your merchandise. All booths must be dismantled and taken out immediately following the show on Sunday. There is NO provision to leave and pick up on Monday.

TRANSALTA TRI LEISURE CENTRE (TLC) EMERGENCY PROCEDURES: In the case of an emergency, TLC staff will follow the incident command system to ensure all exhibitors and patrons are removed from the facility in a safe manner. The emergency exits will be marked and are located on the east end of the fields unless otherwise indicated. Please familiarize yourself with these exits prior to the start of the show.

NO RESALE: Exhibitors shall not resell any booths, in whole or in part.

RULES AND REGULATIONS: The rules and regulations listed above have been established to promote a successful marketing experience for all exhibitors and we request your compliance.

Thank you and have a great show!

Greater Parkland Regional Chamber of Commerce

4815 – 44 Avenue, Stony Plain, Alberta T7Z 1V5

Phone: (780) 963-4545 Fax: (780) 963-4542

Email: expo@gprchamber.ca

Additional Information

INCLUDED WITH YOUR BOOTH:

8 x 10 or 10 x 10 Booths:

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 1 – 800-Watt Electrical Outlet
- 1 – Floodlight stand with 2-floodlight bulbs

20 x 20 Booth:

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 2 – 800-Watt Electrical Outlet
- 2 – Floodlight stand with 2-floodlight bulbs

NOTE: Your booth comes with an 8' decorated table. If you wish to change your table size, please fill out the Superior Show form and return to their office. Please order ahead of time to avoid extra charges.

Exhibitor Badges: Please indicate on the contract how many Exhibitor badges you require. We do ask that if you require more than 6 badges to contact our office. Exhibitor Passes Must Be Worn for admittance during move in times and regular show hours. NO EXCEPTIONS.

Please discuss additional booth requirements with Show Management. (complete order form is available at www.gprchamber.ca).

Booth Décor and Additional Power: Booth Décor such as carpet, displays, furnishings, foliage, etc. and additional power can be ordered through Superior Show Service. Rental Fees Apply. www.superiorshow.com or call 1.888.417.4449.

Advanced Pricing Deadline: In order to receive advanced pricing, your order must be received with payment before March 20, 2020. All orders received after this date will be processed at regular rates. Don't miss out on the chance to order our rental equipment and services at a discounted rate. We also have show specials offering further discounts which are only available until the advanced price deadline.

Benefits of Pre-Ordering: Save up to 30% off regular rates.

To place your order using our online ordering system, please visit www.superiorshow.com/shortcut

Event ID: triexpo

Password: 434520

After placing your order, you will be sent an email confirmation stating that your order was received. All orders must be paid in full before delivery of equipment or services. Payment can be made by Visa or Mastercard.

Internet Service: Internet service is through the general Wi-Fi at the TransAlta Tri Leisure Centre.

TRI-EXPO 2020 CONTRACT/APPLICATION

Hosted by: Greater Parkland Regional Chamber of Commerce

Assigned Booth #

BETWEEN THE GREATER PARKLAND REGIONAL CHAMBER OF COMMERCE ("the Chamber") and

Business Name: _____

Contact Person: _____

Mailing Address: _____

Municipality: _____ Prov. _____ Postal Code: _____

Phone: _____ Cell/Alternate #: _____

Email: _____ # Exhibitor Passes Needed: _____

Briefly describe your products/services: _____

Office Use Only

MasterCard ☐ Visa ☐ Debit ☐ Cheque ☐ Cheque # _____

**Cheque made payable to Greater Parkland Regional Chamber of Commerce







Card Number _____ Expiry _____ CVS Code _____

Cardholder Name _____

Cardholder Signature _____

Use of Assigned Space - The Chamber shall allow the Exhibitor to use the space described below ("the Assigned Space") for the period specified, subject to the conditions contained on the reverse of this Agreement. The Assigned Space is that space determined by the Chamber and identified on the location map attached to this agreement. The Exhibitor acknowledges that the Chamber has the discretion to re-assign space to the Exhibitor. Upon receipt of the Deposit, the Exhibitor shall be entitled to indicate a preference of booth location.

Please check below beside the Exhibitor Booth you wish to purchase:

		GST NOT INCLUDED					GST NOT INCLUDED			
		Member					Non-Member			
Booth Type		Early Bird rate to February 14, 2020		Regular rate to February 14, 2020			Early Bird rate to February 14, 2019		Regular rate after February 14, 2019	
	8' x 10'		\$575.00		\$675.00			\$775.00		\$900.00
	10' x 10'		\$640.00		\$755.00			\$840.00		\$980.00
	Corner Booth		\$770.00		\$905.00			\$970.00		\$1130.00
	Aisle Corner		\$725.00		\$850.00			\$925.00		\$1075.00
	20' x 20'		\$1500.00		\$1700.00			\$1700.00		\$2000.00
	Food Booth		\$500.00		\$600.00			\$700.00		\$800.00
Not-For-Profit/Charity		\$400.00 + GST (6 booths only)								

Requested Booth size: _____

1st Booth Choice _____ 2nd Booth Choice _____ Previous Year's booth _____

The Exhibitor Agrees to pay the following:

Rental of Assigned Space, according to enclosed cost schedule	\$ _____
Stamp Around Program (optional)	\$ _____
Less applicable discounts (i.e. multiple booth)	\$ _____
Subtotal	\$ _____
Greater Parkland Regional Chamber of Commerce GST Number – # R108034141 GST 5%	\$ _____
TOTAL	\$ _____

Exhibitors displaying Exhibitor passes shall be entitled to use of the Assigned Space at the Tri-Expo 2020 from 3:00 pm, April 3, 2020, to 4:00 pm on April 5, 2020, and to reasonable access of the Assigned Space before and after this period for assembly and removal of exhibits. Booths must be dismantled immediately following show closing on Sunday. There is **NO** provision to leave product and pick up on Monday.

No exhibitor will be offered exclusivity regarding product or service. The Chamber also reserves the right to limit the number of similar products and/or services. The Exhibitor acknowledges that he has read the Terms and Conditions on the reverse of this Agreement and agrees to be bound by them.

CONDITIONS OF CONTRACT: The Exhibitor agrees to abide by all rules & regulations adopted by the Tri-Expo & MARKETPLACE as per Exhibitor Package.

PLEASE PRINT YOUR COMPANY NAME AND PHONE NUMBER AS YOU WOULD LIKE IT TO APPEAR IN ANY SHOW ADVERTISING.

Business Name: _____

Business Phone Number: _____

Please read and sign the 'TERMS AND CONDITIONS' below (signature is required)

TERMS AND CONDITIONS

All booth Rental Agreements at the Early Bird rate must be **paid in full**. To qualify for the Early Bird discounted rate, payment in full must be received by February 19, 2020. After February 19, 2020, Regular rates will apply with a \$300.00 deposit and full payment must be received by March 20, 2020. The Chamber reserves the right to re-rent booths for which full payment has not been received by February 28, 2020.

All cancellations must be in writing and delivered personally or by registered mail to the Chamber office at 4815 - 44 Ave., Stony Plain, Alberta T7Z 1V5 and are subject to an administrative fee. Cancellations received by February 28, 2020, will be entitled to a refund of booth rental fee less 30%. Cancellations received on or after February 28, 2020, will be entitled to a refund of booth rental less 50% if the assigned space is re-rented. In the event of a cancellation of the Expo, by the Chamber or other causes, the Exhibitor will receive a refund of rent paid and the Chamber will not be responsible for any loss or damage suffered by the Exhibitor as a result of the cancellation.

1. Any additional electrical outlets or electrical wiring supplies or services other than what is specified in the Tri-Expo & MARKETPLACE 2020 Information Summary shall be the Exhibitor's expense and arrangement made only with the contracted show company Superior Show Service.
2. The Exhibitor agrees to abide by all the rules and regulations adopted by the Chamber regarding Tri-Expo & MARKETPLACE 2020.
3. The Exhibitor's property shall be placed on display and exhibited at the Exhibitor's sole risk and the Chamber assumes no responsibility for any loss or damage thereto.
4. **Liability** - The Exhibitor shall indemnify and save harmless the Chamber from and against any damage, expense or liability arising from any injury, damage or loss to the Exhibitor, his agents, servants or employees, or to the property of the Exhibitor occurring in the Assigned Space at the TransAlta Tri Leisure Facility, or the approaches or entrances thereto. The Exhibitor is responsible for the placement and cost of insurance related to lease of space, exhibition of equipment and participation in the Tri-Expo 2020.
5. **Responsibility for Damages** - The customer accepts responsibility for any damages to either facilities and/or equipment resulting from actions of the customer. In such cases where damage has occurred the customer agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that maybe required resulting from the customer's use of the facility.
6. The Chamber reserves the right to reject or prohibit exhibits or Exhibitors that the Chamber considers objectionable and to relocate exhibits or Exhibitors due to extenuating circumstances beyond their control or when in the Chamber's judgment such moves are necessary to maintain the character of good order of Tri-Expo & MARKETPLACE 2019.
7. Under no circumstances shall any portion of your physical exhibit be removed from the licensed space during the continuance of the Show. Exhibit must **REMAIN INTACT UNTIL 4:00 PM SUNDAY, APRIL 5, 2020** or the Exhibitor will not be eligible to participate in future Tri-Expo's. After carpets are lifted dollies will be available. All booths must be dismantled and taken out immediately following the show on Sunday, via the east loading doors of the TransAlta Tri Leisure Centre. Exhibitors are prohibited from loading material out through the main entrance
8. The Exhibitor will not do anything directly or indirectly connected with the Exhibitor's display that may be a violation of any law, bylaw, ordinance or regulation of any government body. Food and concession spaces require local health board and fire department permits and must conform to all applicable regulations. *All intended food samples or products must be approved by the Greater Parkland Regional Chamber of Commerce and Alberta Health Services prior to the show. All tents **MUST** be fire retardant and must be accompanied by paperwork/label as proof.*
9. 800 Watt (Maximum) electrical outlet is included in rental. Additional power will be charged at cost plus (to be arranged prior to show with the display company). All power costs are to be paid for prior to show opening.
10. All space (booths) must be staffed during Tri-Expo & MARKETPLACE 2020.
11. The Exhibitor agrees that specially built backwalls and the first four feet of the sidewalls (from the backwalls) may not exceed an overall height of eight feet and that the remainder of the sidewalls may not exceed an overall height of four feet. **NO Exceptions** will be made except for the large booths.

12. **Food Samples or Sales:** Only permitted if the sample or food product for sale relates to your business operations. *All intended food samples or products must be approved by the Greater Parkland Regional Chamber of Commerce and Alberta Health Services prior to the show.* No Popcorn is allowed in the show other than from a popcorn company.

THESE TERMS AND CONDITIONS FORM PART OF THE BOOTH RENTAL AGREEMENT.

I / WE HAVE READ, UNDERSTAND, AND AGREE TO THESE TERMS AND CONDITIONS

Name of Business: _____

Exhibitor Authorized Signature: _____

Company Position: _____ Date: _____